

Department of Workforce Development
Division of Workforce Solutions
Administrator's Memo

NOTICE 03-05

DATE: February 14, 2003

DISPOSAL DATE: On Going

RE: Financial Reports for Contracts with
Counties and Other Selected
Agencies

To: Child Care Agency Directors
Child Support Agency Directors
County Department of Human Services Directors
County Department of Social Services Directors
Literacy Grant Agency Administrator
Refugee Services Agency Directors
Tribal Chairpersons
W-2 Agency Directors
WtW Government Discretionary Funds Grantees
Workforce Development Boards
Other DWS Contract and Grant Agencies

From: Ronald F. Hunt /s/
Deputy Division Administrator

Mary C. Rowin /s/
Deputy Division Administrator

Effective January 2003, the Department of Workforce Development (DWD) began implementing the Central Office Reporting (COrE) system. This system will be used for processing expenditures reported to DWD by funding recipients. At the same time, DWD is also implementing the Random Moment Sampling (RMS) system for county human services and social services agencies in accordance with federal cost allocation requirements. Once both of these systems have passed implementation phases, DWD plans to transition all expenditure reporting from using the Community Aids Reporting System (CARS) to COrE.

In the initial stages of COrE implementation, only certain funding recipients will participate. Notification will be sent when other DWD contract/grant recipients are to be transitioned to COrE. Effective January 1, 2003, two groups of funding recipients will be reporting expenditures on COrE as follows:

1. Group One: County agencies that administer W-2, Child Care and Child Support contracts under the human/social services department.

While in the implementation stage, for the first quarter of 2003, county agencies that administer W-2, child care and child support contracts under their human/social

services department will be required to submit both CORE and CARS reports for comparison purposes.

Required Reports for Group One: In addition to the CARS reports, CORE reports must be sent to both DWD and DHFS. Information reported on these reports will be used for the new random moment sampling (RMS) system to allocate indirect and shared costs at the state level. Reports required from Group One are listed as follows:

- a. Employee Count Report to DWD/DHFS for RMS purposes
- b. Shared Cost Expenditure Report
- c. Direct Expenditure Report: Monthly expenditure reports for county direct expenditures related to DWD programs have been revised for CORE. The CORE expenditure reports are similar to the CARS expenditure reports and should be submitted electronically to the sites identified on the reports. The following reports will be sent to DWD:
 - W-2, WAA, CR, CC Expenditure Report (for direct expenditures)
 - Child Support Expenditure Report (for direct and non-AMSO costs)

Reports are due in accordance with the contract. The January report must be submitted by February 28, 2003.

Officials from the DWD, the Department of Health and Family Services (DHFS), Wisconsin Counties Association (WCA), and the Wisconsin Counties Human Services Association (WCHSA) have agreed that for a limited time period, the current cost allocation methodologies (100% time reporting, time studies or other methods) and CARS will be used for payment to counties, while RMS will be used for federal reporting.

For the first quarter of 2003, the DWD expenditure reporting and payment schedule will not change from 2002 since payments will be made through the CARS system. However, each county will also be required to submit the new CORE reports for comparison with RMS. Starting with the April DWD expenditures, the RMS statistics will be used to allocate costs and determine reimbursement. Shared costs for April will be allocated in the first part of July, once RMS statistics are available for processing and payment will occur within a few days after the allocation.

2. Group Two: County Agencies separate from the human/social services department that administer Refugee and Child Support contracts.

County agencies separate from the human/social services department that administer refugee and child support contracts will begin reporting on the CORE

system beginning with January expenditures. These contracts will not be utilizing RMS and should basically follow the old process.

Required Reports for Group Two: Monthly expenditure reports for direct expenditures related to DWD programs have been revised for CORE. The CORE expenditure reports are similar to the CARS expenditure reports and should be submitted electronically to the sites identified on the reports. The following reports will be sent to DWD:

- Child Support Expenditure Report
- Refugee Expenditure Report

Again, for this second group, no expenses should be incurred or submitted that should properly be part of the human services shared expense cost allocation process as listed above for the first group.

Reports are due in accordance with the contract. The January report must be submitted by February 28, 2003.

For assistance in reporting, contact Sue Losen at (608) 266-7915. Information and forms are also available at <http://www.dwd.state.wi.us/dws/bds/core/>.

Any questions regarding this policy may be directed to the Department's Contract Manager.

REGIONAL OFFICE CONTACT: Area Administrator (Department's Contract Manager)